

HISTORIC PRESERVATION BOARD (HPB)

Certificate of Appropriateness Application

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DEADLINE: Submittals must be received by 4:00 PM by submittal deadline (see website for dates). Pursuant to Section 47-24.1(1), the Department will review all applications to determine completeness within five (5) business days. Applicants will be notified via email, if plans do not meet the submittal requirements and if changes are required.

NOTE: Pursuant to Section 47-24.11.B.1, the applicant may be the property owner, a resident of Fort Lauderdale, or any legal entity in the city, including the City of Fort Lauderdale.

NOTE: Pursuant to Section 47-27.7 of the ULDR, mail notice shall be given to the owners of the land under consideration for designation at least thirty (30) days prior to the date set for the public hearing of the Historic Preservation Board.

FEES: All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

_____ Minor Alteration/Review & Comment	\$ 230.00
_____ Major Alteration/Addition to Existing	\$ 310.00
_____ New Construction ≤ 2000 SF GFA	\$ 310.00
_____ New Construction > 2000 SF GFA	\$ 560.00
_____ Demolition – Accessory	\$ 230.00
_____ Demolition – Primary	\$ 560.00
_____ Relocation	\$ 490.00

(No fee required for exterior painting only)

Page 1: HPB - Applicant Information Sheet

INSTRUCTIONS: The following information is requested pursuant to the City’s Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	
Zoning Review	
Landscape Review	

NOTE: For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner’s Name	
Property Owner’s Signature	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	[] <u>Warranty Deed</u> or [] <u>Tax Record</u>

NOTE: If **AGENT** is to represent **OWNER**, notarized letter of consent is required

Applicant / Agent’s Name	
Applicant / Agent’s Signature	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Letter of Consent Submitted	

Development / Project Name	
Development / Project Address	<u>Existing:</u> _____ <u>New:</u> _____
Legal Description	
Tax ID Folio Numbers (For all parcels in development)	
Request / Description of Project	
Applicable ULDR Sections	
Total Estimated Cost of Project	\$ _____ (Including land costs)

Future Land Use Designation	
Current Zoning Designation	
Current Use of Property	
Residential SF (and Type)	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF (include structured parking)	
Site Adjacent to Waterway	[] Yes [] No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		
Building Height (Feet / Levels)		
Structure Length		
Floor Area Ratio		
Lot Coverage		
Open Space		
Landscape Area		
Parking Spaces		

NOTE: State north, south, east or west for each yard.

Setbacks/Yards*	Required	Proposed
Front [____]		
Side [____]		
Side [____]		
Rear [____]		

Page 2: Technical Specifications of Application

TECHNICAL SPECIFICATIONS:

This page must be filled in. An attached narrative may be included, but cannot substitute for completing this section.

BUILDING FEATURES:

Structural System:

Roof and Roofing:

Windows and Doors:

Materials (Masonry, Wood, etc.):

Porches, Porte-Cocheres, Garage and Steps:

DESCRIPTION OF PROJECT:

1. Provide an overall description of the project (what changes will be made and how they will be accomplished). Also, provide information on the chronology of work involved and describe all alterations, new construction, demolition, and/or relocation that will be required.

2. Describe what the use of the building will be after the work is completed.

3. Discuss any impacts the new use will have on the future preservation of the building.

Describe the neighborhood compatibility.

Page 3 Submittal Checklist

SUBMITTAL CHECKLIST:

Applicant shall provide to the Urban Design & Planning counter a complete application, one (1) full set of plans, and any additional requirements, as specified below. Within five (5) days of receipt, Urban Design & Planning staff shall review the application to determine its completeness and compliance with the ULDR.

For those applications that can be approved administratively (See Sec. 47-17.4), once the application is deemed complete the applicant shall submit seven (7) additional sets of plans/applications/photos with additional requirements as listed below. For cases that require a hearing before the Historic Preservation Board, the applicant will be required to submit one (1) original and fifteen (15) additional sets of plans/applications/photos with any additional requirements.

FOR ALL APPLICATIONS:

- ☐ Complete application. No items are to be left blank. If it does not apply, indicate with 'n/a'.
- ☐ Provide Proof of Ownership
- ☐ Property owners signature and/or agent letter signed by the property owner
- ☐ 1 sealed survey
- ☐ 1 vicinity map (typically on the survey)
- ☐ 1 zoning and land use map of lands within a 700' radius
- ☐ One (1) electronic version of complete application and plans in PDF format

NEW CONSTRUCTION & ALTERATION:

- ☐ Photos of that part of the building that will be modified (e.g., if front elevation is to be modified, supply a photo of the front and label it with the direction it faces [i.e. FRONT – NORTH]).
- ☐ 1 set of sealed drawings that include the site plan, building elevations and floor plan. All drawings must be drawn to scale. Scale cannot exceed 1" = 30'. In addition, drawings shall include the following: proposed exterior alterations, additions, changes, architectural design of buildings/structures, including proposed materials, textures and colors, including walls, walks, terraces, plantings, accessory buildings, signs and lights.
- ☐ 1 landscape plan for any multi family or non-residential development.
- ☐ 1 set of Product Approvals, Manufacturers' Specifications, or brochures for all building features to be modified (see page 2 of the application). For example, windows, doors, roofs, fences, siding, garages, carports, etc...

FOR NEW CONSTRUCTION ONLY:

- ☐ Photos or elevation drawings of buildings adjacent to the subject site.

DEMOLITION:

- ☐ Demolition Rider completely filled out, signed and dated.
- ☐ A site plan showing the proposed demolition.
- ☐ Photos of all sides of structure to be demolished and label the direction each side faces.
- ☐ Mail requirements: The applicant must submit a tax map, property owners list, stamped, addressed standard envelopes. The mail affidavit must be signed.
- ☐ Sign posting requirements: The applicant must post signs and return the signed affidavit prior to the meeting.

RELOCATION:

- ☐ A site plan showing the property as it currently exists and a proposed site plan of how the property will look once the building is relocated.
- ☐ Narrative describing what the plans are for the site to be vacated, whether the building or structure can be moved without sufficient damage to its physical integrity, and the compatibility of the building or structure to its proposed site and adjacent properties.
- ☐ Photos of all sides of structure to be relocated and label the direction each side faces. If structure is to be relocated to another site, photos of that site as well.

Applicant's Affidavit

I acknowledge that the Required Documentation and Technical Specifications of the application are met:

Print Name _____

Signature _____

Date _____

Staff Intake Review

For Urban Design & Planning Division use only:

Date _____

Received By _____

Tech. Specs Reviewed By _____

Case No. _____